



Africa Oral Genealogies & Family Histories Project

Contractor Legal Set Up

1. Obtain local purchasing approval to work with the Contractor.
2. Request Contract from Tonya Hadley (tonya.hadley@familysearch.org) with the following:
 - a. Contractor name
 - b. Address
 - c. Phone #
 - d. Email address
 - e. Taxpayer ID #
 - f. Cut-off Date (1990 for now)
 - g. Maximum Name Limit
 - h. Contractor Area (Territory) Map
 - i. Special Equipment = “Laptops & Cell Phones & Legacy Family Tree software”
 - j. Price per name (\$.12 for now)
 - k. The Salt Lake Vendor Set-Up Form
3. Send a copy of the Contractor Area (Territory) Map to Iuki Carvalho.
4. When the contract is received from Tonya, have the contractor sign the contract.
5. Return the signed contract to Tonya. She will have Rod DeGiulio sign the contract.
6. Tonya will send the finished contract to you. Give a copy to the Contractor.
7. The status in GRMS will be changed to “Active” and the Vendor ID will be added.

*** Have the contractor set up a Gmail account to use with the Mobile App. Send the Gmail address to Eric Diazenza at ericdiazenza@familysearch.org. He will provide access to the app in their Google Play Store.